



EMPLOYEE ORIENTATION MANUAL

November 2004

PREPARED BY:

MONTANA DEPT. OF CORRECTIONS
TRAINING UNIT
1539 11TH AVE.
HELENA, MONTANA 59620
(406) 444-7917
AND
600 CONLEY LAKE ROAD
DEER LODGE, MONTANA 59722
(406) 846-1320

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DISCLAIMER: One purpose of this manual is to familiarize new DOC employees to the rules and regulations that they will be required to adhere to. However, this manual must not be cited as support for any legal argument. If this manual somehow differs with a Department policy/law/rule, the actual policy/law/rule applies.

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DIRECTOR'S OFFICE

BILL SLAUGHTER, DIRECTOR

P.O. Box 201301

1539 11TH AVE.

HELENA, MONTANA 59620-1301

MISSION STATEMENT:

The Department of Corrections is dedicated to public safety and trust by holding adult and juvenile offenders accountable for their actions against victims through custody, supervision, treatment, work, restitution and skill development.

VISION STATEMENT:

As leaders in corrections, DOC employees impact the quality of life in Montana by promoting honesty, integrity and accountability in our public service.

VALUE STATEMENT:

DOC employees respect the rights and dignity of all people.

GOALS AND OBJECTIVES:

Goal 1. To improve the safety of the Montana public and the security of our communities and homes.

Objective: Manage a diverse correctional population through the strategic use of department and contract resources.

Goal 2. To promote public trust through openness, responsiveness and program evaluation.

Objective: Provide the public access to Department business.

Goal 3. To provide accurate, timely information and support that contributes to the restoration of victims of crime.

Objective: Increase awareness of the needs of crime victims and respond to their concerns.

Goal 4. To reduce the risk that offenders will re-offend.

Objective: Provide offenders with appropriate supervision, programming and work opportunities that encourage positive change.

Goal 5. To operate correctional programs that emphasize offender accountability.

Objective: Provide offenders discipline, classification, restitution and work.

Goal 6. To provide work and program environments based on professionalism, personal responsibility, and respect.

Objective: Operate the Department in an effective, safe and fiscally responsible manner.

Governor Judy Martz appointed Bill Slaughter Director of the Department of Corrections on January 11, 2001. Director Slaughter served as Sheriff of Gallatin County for 10 years. He is a 1974 graduate of Montana Law Enforcement Academy and a 1975 graduate of Montana State University – Bozeman, where he earned a B.S. in Social Justice. Director Slaughter has served on the Montana Sheriffs and Peace Officers Association Board of Directors and the Montana Board of Crime Control since 1992. He also has been a guest lecturer at the Montana Law Enforcement Academy (MLEA) for the past 15 years and has constantly worked to improve communications between legislators and local/county law enforcement.

The Director's Office in Helena provides leadership and management support to all Department of Corrections facilities and divisions. It also leads the Department's effort to effectively communicate with and inform the public and victims of crime.

- **Investigative Unit:** The Investigation Unit assists management by investigating all suspected violations of the law or DOC policy in any of the Department's programs and facilities. Unit staff conducts investigations when there is reason to believe violations of policy and/or criminal activity have occurred, constituting a threat to the safety, security and orderly operation of the program or facility while serving as a liaison with law enforcement.
- **Quality Assurance Unit:** The Quality Assurance Manager is responsible for the development, maintenance and testing of DOC's emergency response system. This ensures each facility has the capability to respond to incidents that threaten facility security and public safety. Among these incidents are escapes and other emergencies in our facilities, natural disasters and terrorist activities. The coordinator chairs the Department's Safety Committee and ensures the facilities have an active safety program. The Quality Assurance Unit also monitors DOC institutions and regional facilities that contract with DOC for compliance relative to contracts, policy and procedure, emergency preparedness and security.
- **Correctional Practices Bureau:**
 - **Training Unit:** The Training Unit provides for the professional development of employees through basic training, in-service programs and other educational opportunities, assisting staff in achieving the missions and goals of the Department and individual facilities or programs.
 - **Native American Liaison:** The Native American Liaison is responsible for providing a liaison between American Indian offenders, the organizations management teams and representatives of local organizations, American Indian groups and Tribal Officials (Elders,

Spiritual Leaders, Council men and women) and others who can provide input, clarification and guidance on American Indian Issues.

- **Federal Grants Management:** The Federal Grant Manager provides leadership in all processes involving state and federal grants including writing, administering, managing and sub-recipient monitoring.

- **Public/Victim Information Office:** The Public/Victim Information Office is the contact point for the public and media. The Public Information Officer (PIO) schedules newspaper, radio and TV interviews with the Director and other Department staff, and responds to media requests for information. The PIO coordinates with staff to prepare news releases regarding DOC activities. The Office also oversees programs for victims of offenders under DOC supervision. The Victim Information Specialist answers a toll-free information hotline at (888) 223-6332 for victims, and registers them for automatic notification of changes in the offenders' custody status through the Victim Information and Notification Everyday (VINE) system.

CONTACT INFORMATION:

Director's Office.....	444-3930
Investigations Lead Investigator (Mike Micu).....	846-1320 (x2304)
Quality Assurance Manager (Bill Fleiner)	444-4761
Correctional Practices Bureau Chief (Winnie Ore).....	444-7795
Public Information/Victims Specialist (Sally Hilander).....	444-7461
Fax.....	444-4920

CENTRALIZED SERVICES DIVISION

JOE WILLIAMS, DIVISION ADMINISTRATOR

P.O. Box 201301

1539 11TH AVE.

HELENA, MONTANA 59620-1301

MISSION STATEMENT:

The Centralized Services Division supports DOC's mission through service to other divisions, agencies, victims and the public in the areas of legal, fiscal, information technology, human resources, and statistics..

The Centralized Services Division is headquartered in Helena and has offices at Montana State Prison in Deer Lodge and at the Pine Hills Youth Correctional Facility in Miles City.

- **Fiscal:** Oversees accounting, payroll, restitution, and budget allocation. Coordinates the executive planning process and oversees contracts and administrative services.
- **Information Technology:** Manages all computer-related activities. Projects future offender populations, prepares reports and monitor data quality.
- **Human Resources:** Oversees recruitment, labor relations and position classification and control.
- **Legal:** Provides legal counsel, defends the Department and its employees in litigation, performs legal issue training and policy development.

CONTACTS:

General Information.....	444-5681
Division Administrator (Joe Williams).....	444-3903
Fiscal Bureau Chief (Rhonda Schaffer).....	444-4939
Information Technology Bureau Chief (John Daugherty).....	444-4469
Human Resources Bureau Chief (Ken McElroy).....	444-0445
Legal Unit/Contracts Chief Legal Council (Diana Koch).....	444-9593
Policy Unit (Mary Greene).....	444-1680
Fax.....	444-9818

BOARD OF PARDONS AND PAROLE (BOPP)

CRAIG THOMAS, EXECUTIVE DIRECTOR

300 MARYLAND AVENUE
DEER LODGE, MONTANA 59722

MISSION STATEMENT:

The Montana State Board of Pardons and Parole, as part of the criminal justice process, serves all Montana citizens by administering a flexible system of punishment, which fully protects society. All employees and members of the Board of Pardons and Parole are committed to securing the effective application of and improvements to the clemency and parole system and of the laws upon which they are based. The Parole Board process is administered in an effective, humane, safe, and just manner.

The Board of Pardons and Parole is comprised of 7 part-time citizen members and 8 full time staff and is administratively attached to the Department, but is autonomous in function. The Board reviews each eligible offender near the end of their incarceration to determine if said offender is not a danger to society. The Board also allows victims an opportunity to present statements about the effects of the crime and their opinions regarding the offender’s release. The Board protects society by not releasing offenders who continue to pose a danger to Montana communities.

CONTACT INFORMATION:

General Information.....846-1404
E-mailbopp@state.mt.us
Fax.....846-3512

MONTANA CORRECTIONAL ENTERPRISES (MCE)

GAYLE LAMBERT, DIVISION ADMINISTRATOR

350 CONLEY LAKE ROAD
DEER LODGE, MONTANA 59722

MISSION STATEMENT:

Montana Correctional Enterprises (MCE) provides employment and training opportunities for eligible institutional inmates, consistent with the mission of the Department of Corrections, to hold inmates accountable through work, skill development and restitution, while maintaining public safety and trust.

Montana Correctional Enterprises is comprised of the Ranch, Dairy, Industries, Vocational Education, License Plate Factory and Fiscal/Support programs. Primary operations are located at the Montana State Prison. In addition, MCE works with Montana State Prison and the DNRC to administer the inmate fire crew.

CONTACT INFORMATION:

Division Administrator, (Gayle Lambert).....846-1320 (x2373)
Fiscal Director (Andrew Olcott).....846-1320 (x2324)
General Information (Gail Boese).....846-1320 (x2351)
Vocational Education Director (Larry Burke).....846-1320 (x2425)
Ranch Director (Bill Dabney).....846-1320 (x2322)
Industries Director (Glen Davis).....846-1320 (x2320)

Dairy Director (Dave Miller).....846-1320 (x2294)

Fax.....846-2957

YOUTH SERVICES DIVISION

STEVE GIBSON, ADMINISTRATOR

P.O. Box 201301

1539 11TH AVE.

HELENA, MONTANA 59620-1301

MISSION STATEMENT:

The Youth Services Division is dedicated to public safety and trust by holding juvenile offenders accountable for their actions through custody, supervision, restitution and life skills development, which afford youth the opportunity to plan for a successful and productive life.

CONTACT INFORMATION:

General Information.....444-6551

Division Administrator (Steve Gibson).....444-0851

Fax.....444-0522

■ Pine Hills Youth Correctional Facility

JIM HUNTER, SUPERINTENDENT

4 N. Haynes

Miles City, Montana 59301

Phone: 232-1377 (General information)

Fax: 232-7432

- ◆ *Pine Hills Youth Correctional Facility is an ACA accredited multi-level facility, including sex offender and chemical dependency treatment, for juvenile male offenders, ages 10-17, located in Miles City. Pine Hills operates a year round school program, which is accredited by the Office of Public Instruction.*

■ Riverside Youth Correctional Facility

CINDY MCKENZIE, SUPERINTENDENT

3700 Hwy 69, Building 13
P.O. Box 88
Boulder, Montana 59632
Phone: 225-4500 (General information)
Fax: 225-4511

- ◆ *Riverside Youth Correctional Facility is for female juvenile offenders, ages 10-17, located in Boulder. Staff members provide a full range of treatment programs including gender specific. Riverside operates a year round school accredited by the State's Office of Public Instruction.*

■ **Youth Community Corrections Bureau**

KAREN DUNCAN, BUREAU CHIEF

1539 11th Avenue
Helena, MT 59620
Phone: 444-4390

- ◆ *The Youth Community Corrections Bureau includes juvenile parole services throughout Montana which is ACA accredited, working in five regions. It also includes Juvenile Interstate Compact Services, Youth Transition Centers, Juvenile Transportation, Detention Licensing, and Financial Services.*

ADULT COMMUNITY CORRECTIONS

MIKE FERRITER, ADMINISTRATOR

P.O. Box 201301
1539 11TH AVENUE
HELENA, MT 59620-1301

MISSION STATEMENT:

The Community Corrections Division promotes the Mission of the Department of Corrections by providing effective supervision, sanctions, and alternative programs to adult offenders. The Division provides offender supervision and programming through professional staff that supports the needs and concerns of crime victims, their families and the concerns of crime victims, their families and the citizens we serve.

The Community Corrections Division is headquartered in Helena, but has offices and facilities throughout the state. CCD provides supervision for nearly 75 percent of the offenders in the Montana correctional system.

CONTACT INFORMATION:

General Information.....	444-5671
Division Administrator, (Mike Ferriter).....	444-4913
Fax.....	444-7909

■ **Probation & Parole**

RON ALSBURY, BUREAU CHIEF.....	444-9529
◆ REGION I (MISSOULA).....	549-0022
▪ SAM LEMAICH, REGIONAL ADMINISTRATOR	
◆ REGION II (HELENA).....	444-2482
▪ BERNIE DRISCOLL, REGIONAL ADMINISTRATOR	
◆ REGION III (GREAT FALLS).....	727-6061
▪ MIKE GERSACK, REGIONAL ADMINISTRATOR	
◆ REGION IV (BILLINGS).....	896-5400
▪ PAM BUNKE, REGIONAL ADMINISTRATOR	
◆ REGION V (KALISPELL).....	752-2575
▪ TOM FORSYTH, REGIONAL ADMINISTRATOR	
◆ REGION VI (GLENDALE).....	377-4086
▪ LOREEN BARNABY, REGIONAL ADMINISTRATOR	

■ **Interstate Compact Unit:**

CATHY GORDON, DEPUTY ADMINISTRATOR

Phone: 444-4916

Fax: 444-7909

■ **Treasure State Correctional Training Center (TSCTC):**

DAN BURDEN, SUPERINTENDENT

1100 Conley Lake Road

Deer Lodge, MT 59722

Phone: 846-1320 (x2100) (General information)

Fax: 846-2969

- ◆ Treasure State Correctional Training Center is a secure correctional facility for adult males. It combines a military mentality with treatment programs that assist offenders to successfully integrate back into society.

■ **Warm Springs Addictions Treatment and Change (WATCh):**

MIKE NORVELLE, IPPO

PHONE: 693-7550

FAX: 693-2276

- ◆ WATCh is a treatment program for DUI repeat offenders located on the Warm Springs State Hospital campus. The program is intended to address a substance abuse problem and change attitudes regarding drinking and driving.

■ **Missoula Assessment & Sanction Center (MASC):**

DAN MALOUGHNEY, ADMINISTRATOR

2340 Mullan Road

Missoula, MT 59808

Phone: 829-4021

Fax: 258-4079

■ **Adult Community Corrections Manager:**

KELLY SPEER, CORRECTIONS MANAGER

Phone: 444-0401

■ **Adult Community Corrections Training:**

CHAD FIELD, TRAINING OFFICER

Phone: 444-7892

- ◆ Provides training for the Adult Community Corrections Division.

■ **Adult Pre-Release:**

MICHELLE JENICEK, UNIT MANAGER

Phone: 444-4910

- ◆ The Adult Pre-Release Unit contracts with 5 non-profit centers for housing, treatment and supervision of both male and female offenders. These centers provide for a better transition between prison and community life.

- **Alternatives, Inc.**

3109 1st Avenue North

Billings, MT 59101

Phone: 259-9695

Fax: 259-0764

- Alternatives, Inc. Women's Community (Billings)
746 Grand
Billings, MT 59101
Phone: 245-2339
- Great Falls Transition Center
1019 15th Street North
Great Falls, MT 59401
Phone: 727-0944
Fax: 727-0961
- Community Counseling & Correctional Services, Inc. (Butte)
81 West Park St.
Butte, MT 59701
Phone: 782-0417
Fax: 782-6964
- Corrections Connection (Butte)
66 West Broadway
Butte, MT 59701
Phone: 782-6626
Fax: 723-6045
- Missoula Correctional Services, Inc.
2350 Mullan Road
Missoula, MT 59808
Phone: 541-9200
Fax: 542-9216
- Helena Prerelease Center
805 Colleen Street
Helena, MT 59601
Phone: 442-6572
Fax: 495-0582

MONTANA WOMEN’S PRISON (MWP)

JO ACTON, WARDEN

701 SOUTH 27TH STREET

BILLINGS, MONTANA 59101

MISSION STATEMENT:

The Montana Women’s Prison is committed to fulfilling its obligation to the citizens of Montana by providing female felony offenders an environment emphasizing accountability, productivity and personal growth in a secure setting.

Montana Women’s Prison is located in Billings and houses approximately 205 adult female offenders at all custody levels. MWP maintains a staff of close to 75 people (including contract personnel). The women’s prison provides health and treatment services, parenting, educational and employment opportunities for offenders. The Intensive Challenge Program which started in 2001 is currently being modified from a “boot camp” structure to a modified therapeutic community treatment model which combines structure, intensive psycho educational programs, work assignments and a physical fitness component. The women’s prison in 2004 started Prison Paws for Humanity, a dog program that brings in dogs from the local animal shelter; offenders groom and train the dogs in basic/advanced obedience and service commands preparing the dogs to reenter society as well behaved pets or to continue training to become service dogs.

CONTACT INFORMATION:

General Information (Warden’s Office).....	247-5100
Deputy Warden (Mike Aldrich).....	247-5117
Security Manager (Security Major).....	247-5121
Security Supervisors (Sergeants).....	247-5129
Public/Victim Information (Annamae Siegfried-Derrick).....	247-5102
Fax.....	247-5161

MONTANA STATE PRISON (MSP)

MIKE MAHONEY, WARDEN
600 CONLEY LAKE ROAD
DEER LODGE, MONTANA 59722

MISSION STATEMENT:

Montana State Prison is dedicated to the protection of the public, employees and offenders and to communicate with victims of crime while providing the opportunity for offenders to make positive changes.

Montana State Prison is located in Deer Lodge and houses 1400+ adult male offenders. The prison encompasses six levels of custody and security with housing units that are segregated according to these levels. In addition to health services, MSP also offers educational, employment and treatment opportunities for offenders.

CONTACT INFORMATION:

Warden (Mike Mahoney).....	846-1320
Deputy Warden (Ross Swanson).....	846-1320 (x2377)
General Information (Cheryl Bolton, Warden’s Office)	846-1320 (x2302)
Operations & Programs (Leonard Mihelich).....	846-1320 (x2300)
Security & Housing (Myron Beeson).....	846-1320 (x2454)
Public/Victim Information (Linda Moodry).....	846-1320 (x2201)
Fax.....	846-2950
Regional and Private Prisons (Patrick Smith).....	846-1320 (x2556)

REGIONAL & PRIVATE PRISONS

Use of regional and private prisons represents an important partnership between the State of Montana, state counties, and private industry. This partnership allows the state to be innovative when handling offender

populations and placements. The Department of Corrections has implemented a comprehensive monitoring system to ensure that these facilities operate in accordance with Department policy and contractual obligations.

■ **Cascade County Regional Adult Detention Center**

DAN O’FALLON, ADMINISTRATOR

3800 North Frontage Road

Great Falls, Montana 59404

Phone: 454-6823

Fax: 454-6948

MEGAN BOURNE, MDOC CONTRACT MONITOR

Phone: 727-1930

■ **Dawson County Correctional/Detention Facility**

JEFF WALTER, ADMINISTRATOR

440 Colorado Blvd.

Glendive, Montana 59330

Phone: 377-7600

Fax: 377-7602

DALE HENRICHS, MDOC CONTRACT MONITOR

Phone: 377-7687

■ **Crossroads Correctional Center**

JAMES McDONALD, WARDEN

75 Heath Road

Shelby, Montana 59474

Phone: 434-7055

Fax: 434-7068

BOB PAUL, MDOC CONTRACT MONITOR

Phone: 434-7055 (x2551)

RULES & REGULATIONS

DEPARTMENTAL POLICY INFORMATION:

More information regarding the actual policies behind these rules and regulations can be found in the following manner:

■ **If attached to the network, policies can be located on the I:/ drive:**

- Open Microsoft Word; left click on 'File'; left click on 'Open'; left click on 'DATA ON COR...(I:); double left click on 'DOC Policies'. The Table of Contents file lists the policies. Each policy is listed as a separate file. Double left click on the desired policy number to open the file.

■ **If you have Internet access, policies can be accessed on the Department web page:**

- Go to www.cor.state.mt.us; click 'Resources'; click 'Policies'.

If you do not have Internet or network access, a Department Policy CD may be issued to you. To request a Policy CD (or to get further assistance accessing Department policy) contact **Policy Unit at 444-1680**.

COMPUTER USAGE:

The computers used in the Department of Corrections are the property of the State of Montana and should be utilized in accordance with Department policy. Computer security training must be completed by each new employee prior to utilizing the state network system.

Questions regarding Internet access, email, file access and all other computer-related issues should be directed to:

Dept. of Corrections Help Desk.....444-4234

OTHER IMPORTANT GUIDELINES:

■ **Secure Facility Considerations:**

➤ Identification:

All persons entering any Department of Corrections secure facility are required to submit picture identification. No one is permitted to enter or leave the facility unless properly identified. Staff members are required to present official identification cards upon request. Background checks are required prior to entrance into secure care facilities.

➤ Packages:

All packages must be searched before entering a secure portion of a facility. Staff must advise all persons entering the facility of prohibited items. A list of restricted items is posted outside of each facility.

◆ **Contraband Control:**

Contraband means items not allowed on prison property. These items need to be secured in your vehicle before entering the premises. Each facility/program will have different procedures for the control of contraband. Examples of contraband include: cell phones, drugs and drug paraphernalia, tobacco products, sharp instruments, inappropriate reading materials and items in excess of an allowable quantity.

Dangerous Contraband means any item that can be used as a weapon, or fabricated into a weapon, or can be used for purposes of escape and is a threat to the security of the facility/program. This also includes, but is not limited to, matches, alcohol, drugs, money, or any item that has not been specifically authorized.

◆ **Weapons Storage:**

No weapons are stored inside a secure facility. Weapons storage lockers are provided for law enforcement officers weapons. Staff weapons are not to be stored in these lockers.

◆ **Key Control Guidelines:**

1. Carry and use keys as inconspicuously as possible.
2. Never leave any keys unattended, such as on a desk. They should always be in your possession or locked in a secure location.
3. Confirm the actual key count against the number on the tag when exchanging keys between employees.
4. Avoid references to key numbers or other identification in the presence of offenders.
5. Keys must be exchanged hand-to-hand, never tossed or thrown.
6. Do not permit an offender to handle keys under any circumstances.

■ **Use of State Vehicles:**

- ◆ Correct procedures for the use of state-owned vehicles are outlined in Department policy 1.2.18A, Vehicle Operations.

■ **Smoking Restrictions:**

- ◆ The Department prohibits smoking and smokeless tobacco use in all facilities, programs, state vehicles, and offices.

Employee Training

Correctional Practices Bureau

- **Mission:** The Bureau facilitates the development, implementation and delivery of staff training, offender treatment programs and organizational systems planning based on laws and standards of modern, efficient and consistent correctional practices.
- **CORRECTIONAL PRACTICES BUREAU VISION:** The philosophy of risk reduction will be embraced, practiced and supported, department wide.
- **Value Statement:** We believe in treating all people with dignity and respect while providing proactive, quality service, commitment to the vision and mission, sharing our knowledge, skills, values and abilities, improving the Department's culture, conditions and environment for staff, offenders and the public.
- **Training Calendar:**
 - To view the training opportunities that are currently available, visit the Montana Department of Corrections Web Site (www.cor.state.mt.us). Click 'Resources'; click 'Training'; click 'Announcements'.

All employees wishing to attend training must submit a completed Training Request Form to their immediate supervisor for approval.

DEPARTMENT OF CORRECTIONS TRAINING STAFF:

All Instructors are P.O.S.T. (Peace Officer Standards and Training) certified.

Winnie Ore (Bureau Chief).....	444-7795
Wayne Ternes (Training Manager).....	846-1320 (x2420)
Curt Swenson	444-3909
Lisa Hunter.....	846-1320 (x2483)
James Mason, Native American Liaison	444-0403
Richard Dendinger, Federal Grant Manager.....	444-4914
Susan Mergenthaler.....	444-7917
Rae Ann Forseth (MT Law Enforcement Academy Coordinator).....	444-9954

EMPLOYEE ASSISTANCE PROGRAM

The State of Montana offers several services to assist state employees and their families. The services provided are strictly confidential. Each member of the employee's family may receive four free sessions per year. If the counselor recommends further assistance, insurance may cover a portion of the fees. These services include:

- **Counseling Services:** Therapists are experienced, caring professionals who hold Master or Doctoral degrees in counseling or a related field. All therapists are certified and/or licensed.
- **Financial Consultation:** Financial consultants are available to assist with any type of financial issue. Services are available to help clients assess their situation and to develop an action plan.
- **Legal Consultation:** Employees are provided local access to attorneys for assistance, legal advice, and information on everyday personal legal issues. A consulting attorney will answer questions, explain alternatives and discuss possible costs of continued legal representation.

CONTACT INFORMATION:

Emergency 24-Hour, Seven Days a week Crisis Counseling	1-800-833-3031
Billings.....	254-6263
Bozeman.....	587-8238
Butte.....	782-0471
Great Falls.....	727-4358
Helena.....	443-1127
Kalispell.....	752-6443
Miles City.....	232-3040
Missoula.....	327-7000
Appointments.....	1-800-999-1077

ADDITIONAL INFORMATION

MONTANA DEPARTMENT OF CORRECTIONS WEB SITE (WWW.COR.STATE.MT.US):

- **About Us:** Information about the various Dept. of Corrections divisions.
- **News:** Breaking news, legislative information, Correctional Signpost (department newsletter), etc.
- **Products:** Montana Correctional Enterprises catalog.

- **Facts & Fallacies:** Information regarding policies, death row, private prisons and frequently asked questions.
- **Victims Information:** Links to sites offering victim information/services, sexual and violent offender registry, Board of Pardons, etc.

MONTANA DEPARTMENT OF CORRECTIONS INTRANET WEB SITE

(WWW.MY.COR.STATE.MT.US):

This web site is your port of entry into the internal information sources of the Montana Department of Corrections; with sections for department, division, bureau, and work unit resources.

There are links to assist you in contacting the Help Desk, finding available reports, requesting specialized reports, reporting data quality problems, completing and submitting on-line forms.

You can read computer application user manuals, browse Word® - Excel® - Outlook® Hints & Tips and connect to programs that you utilize in performing your job.

PHONE LISTINGS:

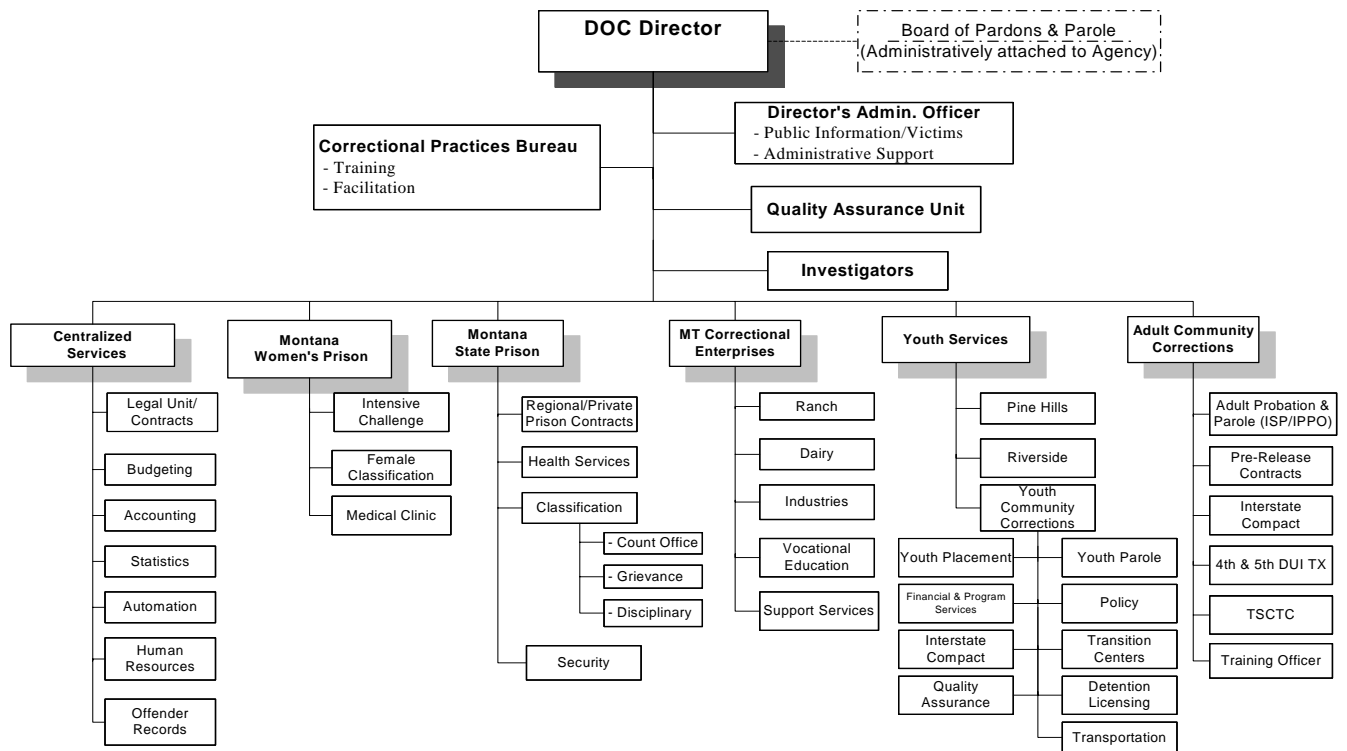
Complete phone listings are available through the following contacts:

Department of Corrections.....	444-3930
Montana State Prison.....	846-1320 (x2258)
Montana Women's Prison.....	247-5100
Pine Hills Youth Correctional Facility.....	232-1377
Riverside Youth Correctional Facility.....	225-4500
Adult Community Corrections/Probation & Parole.....	444-4333
Treasure State Corrections Training Center.....	846-1320 (x2200)
Youth Services Division.....	444-6551

Department of Corrections

Organizational Chart

2004

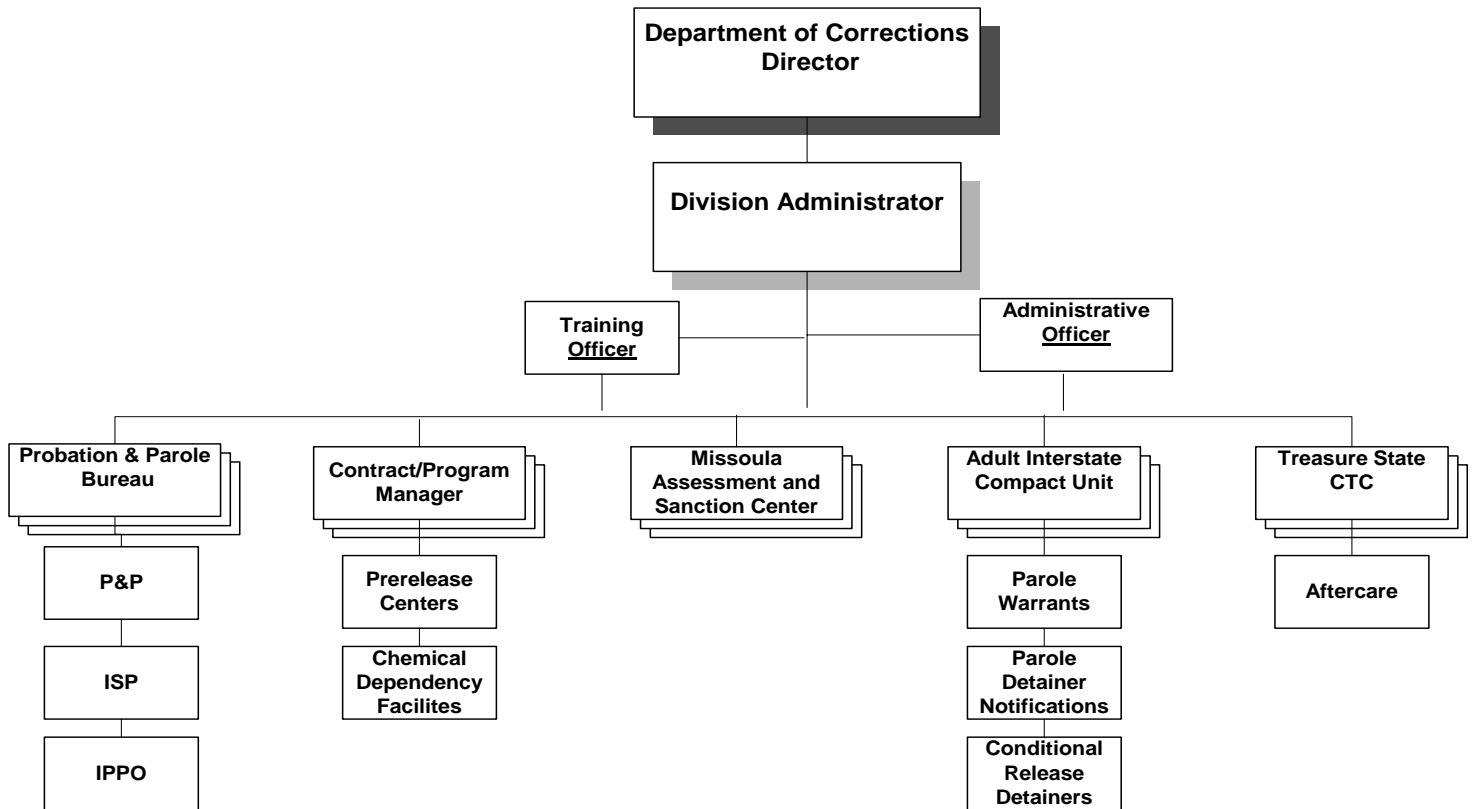


iljjo/connie/doc.org

Adult Community Corrections Division

Organizational Chart

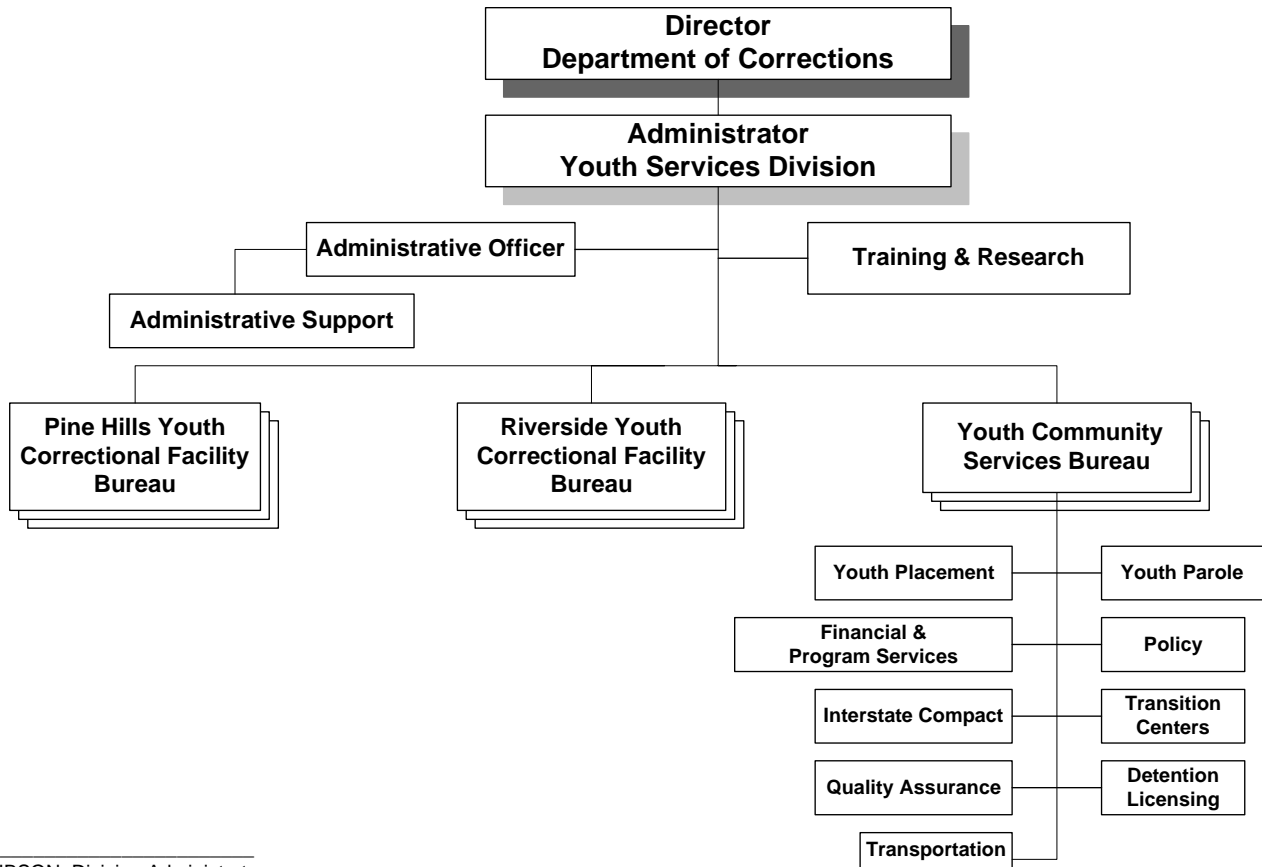
April 14, 2004



YOUTH SERVICES DIVISION

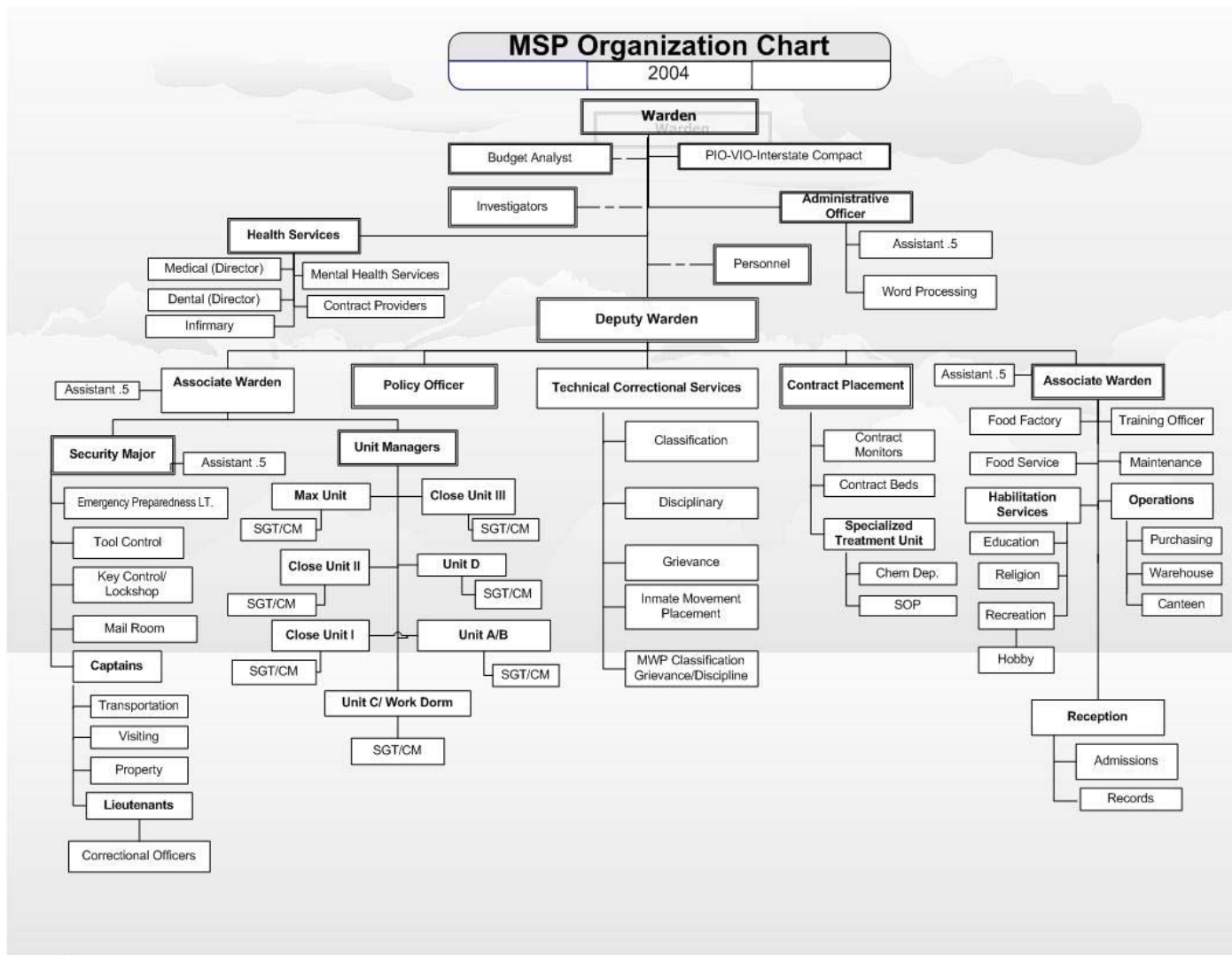
Organizational Chart

Updated June 3, 2004

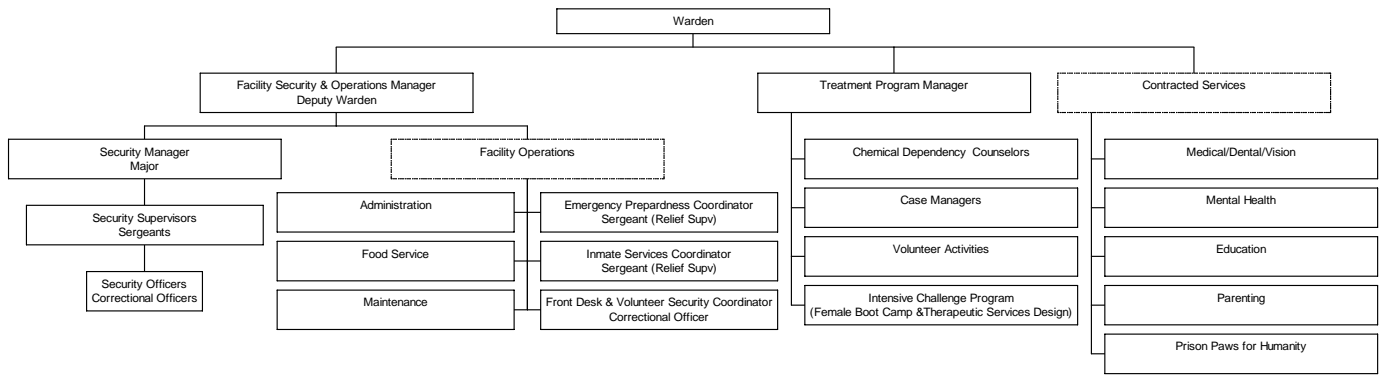


STEVE GIBSON, Division Administrator

Date: _____



Montana Women's Prison
Organizational Chart



Department of Corrections

Name: _____ Date: _____

SSN: _____ Work Location: _____

Address: _____ **Phone #:** _____

Subject Reviewed: _____

Author:

Date Reviewed: _____ **Hours:** _____

Summary of information reviewed and a brief description of how you intend to apply the information: (Please use additional pages if necessary.)

[illegible]

Employee Signature	Date		Supervisor Signature	Date	<input type="checkbox"/>	<input type="checkbox"/>
					yes	no
Personnel Officer <i>(If applicable)</i>	Date	<input type="checkbox"/> yes <input type="checkbox"/> no	Training Bureau Chief Signature	Date	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

If your supervisor approves the self study for entry into your training record return this form to the Training Bureau, P.O. Box 201301, Helena, Montana 59620-1301.

If this self study is part of a personnel issue please submit the form to Personnel for approval before returning the form to the Training Bureau. If you have any questions please call (406) 444-7795 or (406) 846-1320 ext. 2443.

03/2002